

Application No.: _____ - B _____ To HPC: ____ / ____ / ____ To SAC: ____ / ____ / ____
HPC: Approved/Denied: ____ / ____ / ____ SAC: Approved/Denied: ____ / ____ / ____
Variance No.: _____ - V _____ BP Reinstated: ____ / ____ / ____ Expires ____ / ____ / ____

Town of Garrett Park



Town Office

PO Box 84
Penn Place, 4600 Waverly Avenue
Garrett Park, MD 20896-0084

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Garrett-park@comcast.net

Building Permit Application

Property Street Address: _____

Lot Number: _____ Block Number: _____ Historic Property: YES / NO

Property Owner Name(s): _____ PO Box: _____

Address (If different than above): _____

Telephone: (Home) _____ (Work) _____ (Mobil) _____

Email: _____

Applicant (If different from Owner): _____

Relation to Owner (Architect, Builder, other authorized agent): _____

Applicant Address (If different from Owner): _____

Contact Person: _____

Telephone: (Home) _____ (Work) _____ (Mobil) _____

Email: _____

Detailed description of all work to be performed (Attach additional sheet if needed):

Historic Area Work Permit (HAWP) required? **Yes / No**

If 'Yes,' Application/Permit # _____

Montgomery County Building Permit Applied for? **Yes/No**

If 'Yes,' Application/Permit # _____

If 'No,' state reason for not filing: _____

The following information must be submitted with this application in order for it to be accepted as complete (see worksheet):

- 1) Two (2) copies of a site plan showing the size and the relationship of the existing and proposed structures to the property lines including: dimensions of all yards; all existing and proposed structures. This plan should be drawn on a copy of a house location survey, plat, or other similar document prepared by a Maryland licensed land surveyor. This plan must clearly show:
 - Square footage of any proposed addition, including any proposed covered porches and decks elevated above the ground.
 - Square footage of any existing building footprint, including any proposed covered porches and decks elevated above the ground.
 - Distance of proposed new construction from lot lines.
 - Distance of any existing structures from lot lines.
- 2) If proposed construction extends into front yard, submit copies of surveys of adjacent properties showing distance of houses from street right of way.
- 3) Photographs or measured drawings of all affected elevations of existing structures.
- 4) Building permit fee: \$ _____ (Ck # _____)
 - \$75 for decks, stoops, and porch additions.
 - 50 cents per SF for accessory building (min - \$25, max - \$250).
 - \$250 for an addition or reconstruction, \$500 for new home.
- 5) New Residence: Off-street parking:
 - Evidence of compliance with Chapter 7, Section 712 of the Garrett Park Code of Ordinances
 - Evidence of compliance with Chapter 8, Section 801 of the Garrett Park Code of Ordinances
 - Application for Parking Pad or Driveway, if required

In some cases, the Town may require additional information before your application is accepted as complete, including, but not limited to:

Required:

- Yes No Construction drawings of proposed new work.
Yes No All floor plans of existing structures (Minimum scale: 1/8 in. = 1 ft.).
Yes No All elevations of existing structures (Minimum scale: 1/8 in. = 1 ft.).
Yes No Property line survey stamped and signed by a Maryland registered land surveyor (minimum scale: 1 in. = 20 ft.), showing relationship of existing structures, if any, to property lines.
Yes No Other Documents:

I certify that I have the authority to make this application, that the application is correct, and that the construction will comply with the Garrett Park Code of ordinances, as amended. I acknowledge this to be a condition of the issuance of this permit. I understand that a permit is issued for ONE year only, and must be renewed if the project is not completed within a year.

Signature of Owner or Authorized Agent

Date: ____ / ____ / 20____

Please Print Name

If a Variance is Required

On ____ / ____ / 20____ the Garrett Park Town Council granted a variance. This building permit is reinstated under the terms and conditions of that variance.

Clerk-Treasurer

Date: ____ / ____ / 20____

I understand that it is my responsibility to see that all the terms and conditions established in the variance granted to this project are complied with fully.

Signature of Owner or Authorized Agent

Date: ____ / ____ / 20____

Please Print Name

**PLEASE USE THIS WORKSHEET TO INSURE YOUR
APPLICATION IS COMPLETE**

Required Documents for all Applications:

- ☐ 2 Copies of site plan
 - Site plan shows:
 - ☐ Area of lot in square feet (SF).
 - ☐ Square footage of all existing buildings' footprints.
 - ☐ Square footage of any proposed addition, including porches and decks.
 - ☐ Distance of existing structures from lot lines.
 - ☐ Distance of proposed new construction from lot lines.
- ☐ Copies of surveys of adjacent properties, if required: Yes No (Circle one)
- ☐ Photographs/Measured Drawings (Circle one) of all affected elevations of existing structures.

Additional Documents that may be required:

- ☐ Construction drawings of proposed new work.
- ☐ All floor plans of existing structures (Minimum scale: 1/8 in. = 1 ft.).
- ☐ All elevations of existing structures (Minimum scale: 1/8 in. = 1 ft.).
- ☐ Property line survey stamped and signed by a Maryland registered land surveyor (minimum scale: 1 in. = 20 ft.), showing relationship of existing structures, if any, to property lines.
- ☐ Parking Pad or Driveway Permit Application (see attached Code excerpts)
- ☐ Other documents (Please list, as needed)

Calculations:

Total Lot Area: _____ SF
 Lot Coverage (All structures - 20% max (County Ord.)): _____ SF _____ %
 Lot Coverage (Main building only - 18% max (GP Ord.)): _____ SF _____ %

Set backs in feet: Front: _____ Left: _____ Right: _____ Rear: _____

Minimum combined setback: _____ SF _____ % (82% minimum - GP Code)
☐ Building envelope indicated on plan?

Building height (measured from the existing grade prior to any alteration for construction to highest point of roof): _____ ft.

Floor Area Ratio (FAR): _____
 Areas excluded (Must be indicated on plan) :
☐ Garage (Area: _____ SF)
☐ Loft (Area: _____ SF)
☐ Other (Please list)